

2020 Census 9. Forms Printing and Distribution Operation (FPD)

Version: 5.0

Revision Date: April 19, 2019 with annotation



Table of Contents

Reading and Understanding the Model

Legend. 2

Business Process Model

Context Model 3

10. Perform FPD Planning and Preparation 4

20. Perform Form Design and Address Data File Processing 5

30. Perform Printing, Addressing, and Assembly 6

40. Distribute Materials 7





























60. Perform Printing Only. 8

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Model Preparation:	Elina Green, Linda Song, Monique Edmonds
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Major Revision Change History

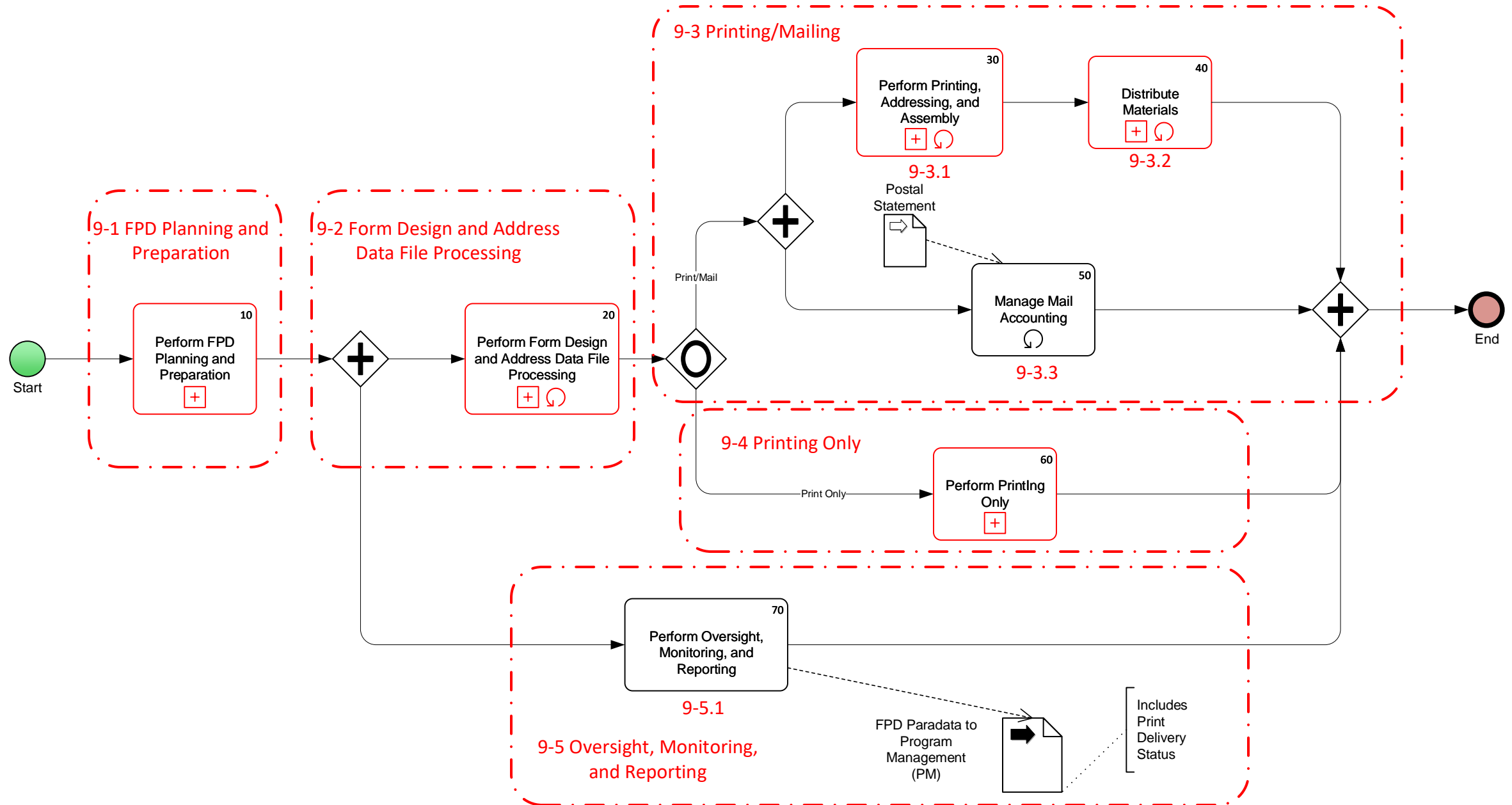
Date	Description	Author	Version #	Page #'s
07/18/2016	Initial Baseline	Elina Green	1.0	All
01/18/2017	Updates from DOP Development	Linda Song	2.0	All
03/31/2017	Baseline 3.0	Lysa Gorgen	3.0	All
11/20/2017	Baseline 3.1	Lysa Gorgen	3.1	All
11/29/2018	Baseline 4.0	Monique Edmonds	4.0	All
01/16/2019	Updates per DOP review with MITRE	Monique Edmonds	4.1	All
02/06/2019	Additional Updates per DOP review	Monique Edmonds	4.2	All
02/14/2019	Updated Context Model purpose	MITRE	4.3 v02	All
04/19/2019	CR 11322	Natia Samuels	5.0	All

- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities
- Capture Operations inputs and outputs

Key:	Activities	Gateways	Data Objects	Other
Events Start:  End:  Intermediate Timed Event:  Flow continued on another page:  Flow continued from another page: 	<p>Activity at atomic level:  Activity containing a sub process:  Optional Activity Numbering:  </p> <p><i>Note: If numbering, number by 10s to leave room for additional activities between initial activities, just in case they are needed.</i></p> <hr/> <p>Activity involving:</p> <p>→ USER interacting with a system or software:  → MANUAL activity (no system/software involved):  → SERVICE or batch processing:  → Any system developed specifically for Census' use:  → Both a system developed specifically for Census' use <u>and</u> COTS products: </p> <p>→ SENDING a message:  → RECEIVING a message:  → RECURRING steps:  → Any commercial-off-the-shelf (COTS) products:  </p>	Exclusive:  Parallel:  Event Based: 	Input:  Output:  Data Store: 	Sequence Flow:  Association:  Annotation: 

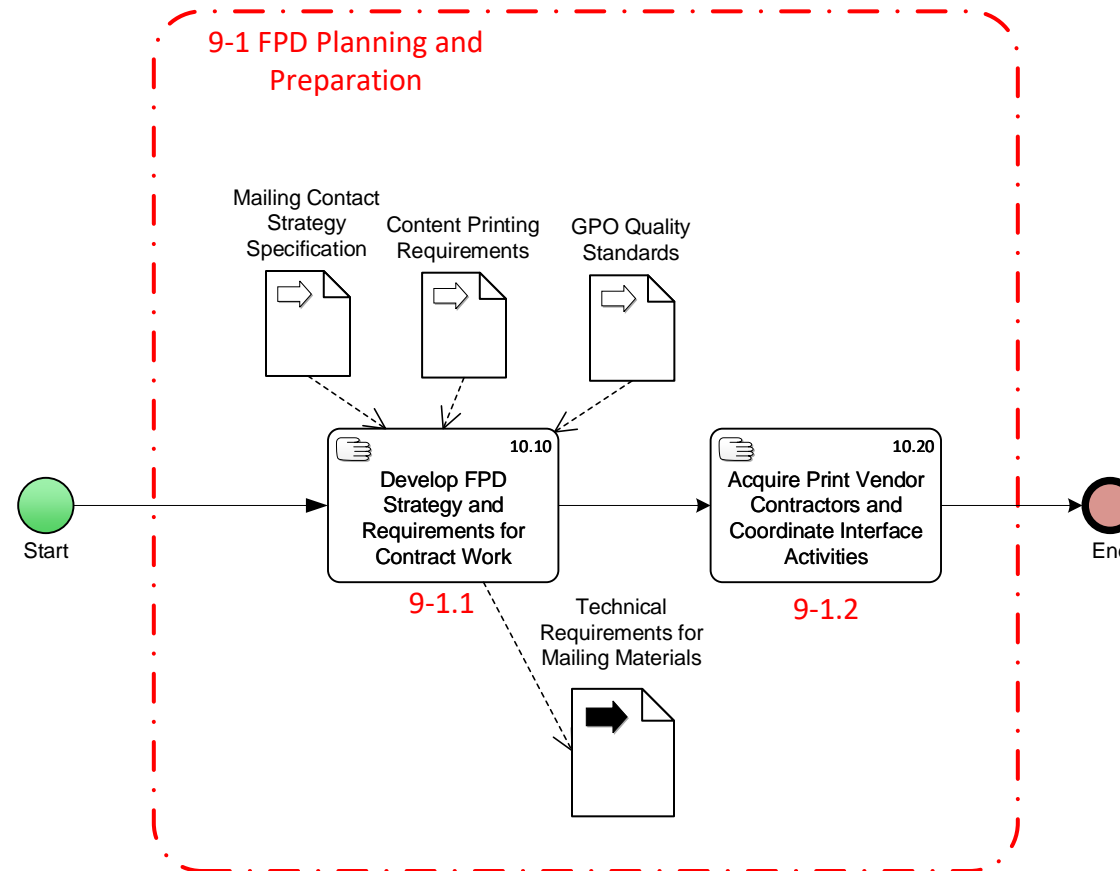
2020 Census 9. Forms Printing and Distribution Operation (FPD)

Purpose: Print and distribute internet invitation letters, reminder cards or letters or both, questionnaire mailing packages, and materials for other special operations, as required. Also print questionnaires and related materials for Enumeration at Transitory Locations operation (ETL) Group Quarters operation (GQ) including Military/Maritime Vessel Enumeration (MVE), Island Area Censuses operation (IAC), Update Enumerate operation (UE) including Remote Alaska (RA), and Update Leave operation (UL).



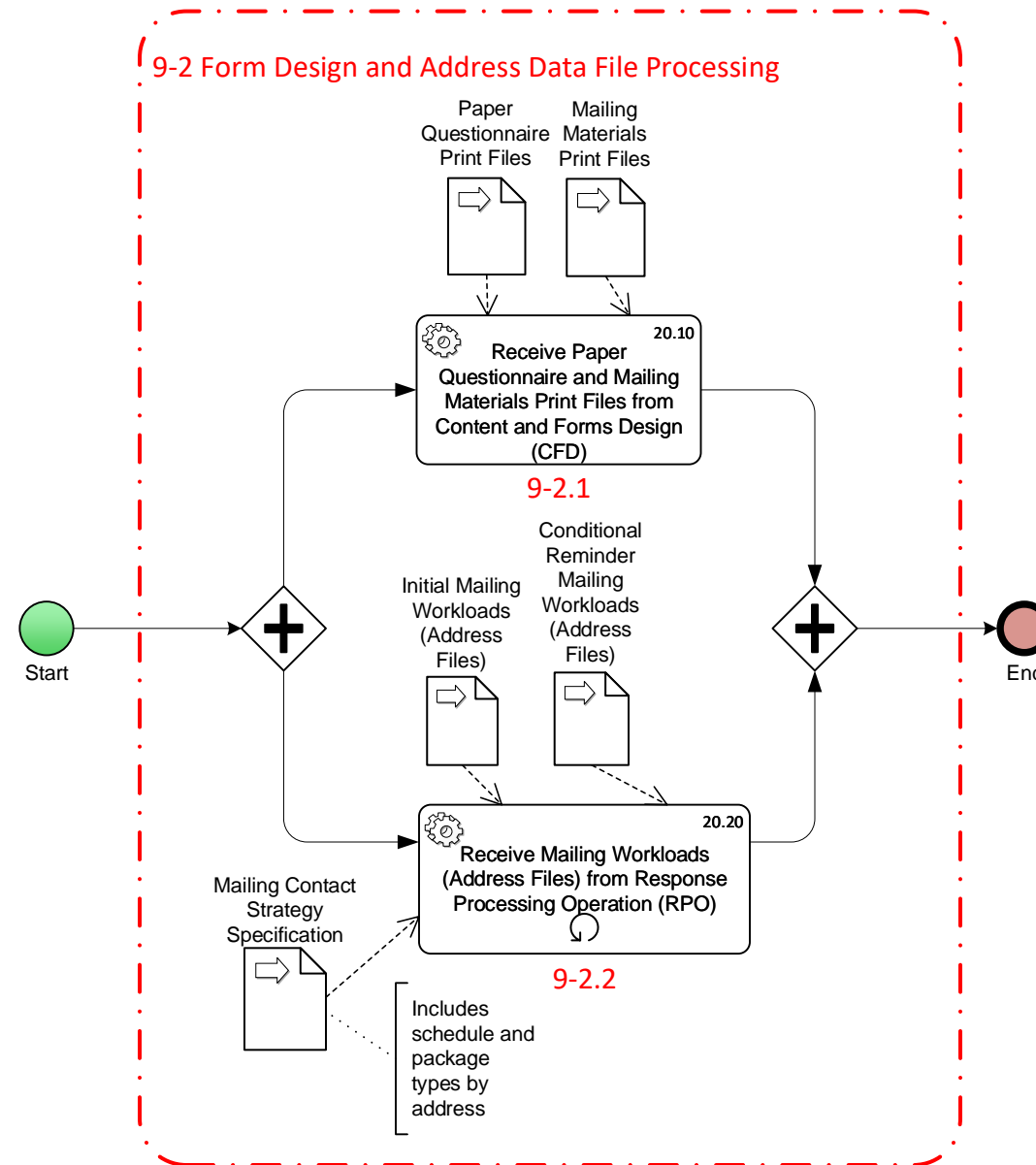
10 Perform FPD Planning and Preparation

Purpose: Prepare to conduct the FPD operation by developing the strategy and requirements for contract work and acquiring and coordinating with the Government Publishing Office (GPO) and their print vendors.



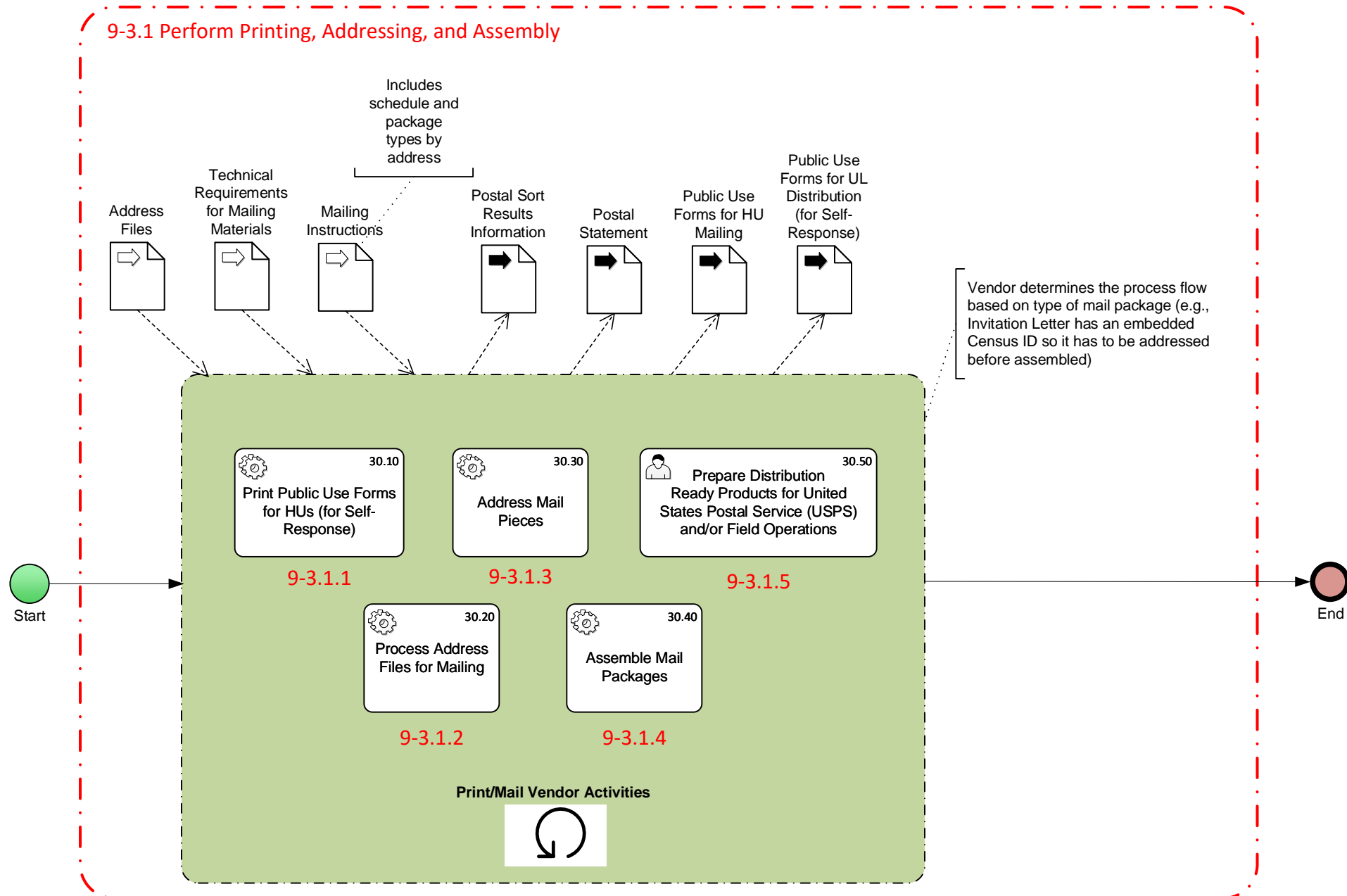
20 Perform Form Design and Address Data File Processing

Purpose: Receive the print files and mailing workloads (address files) to be used by the print vendors.



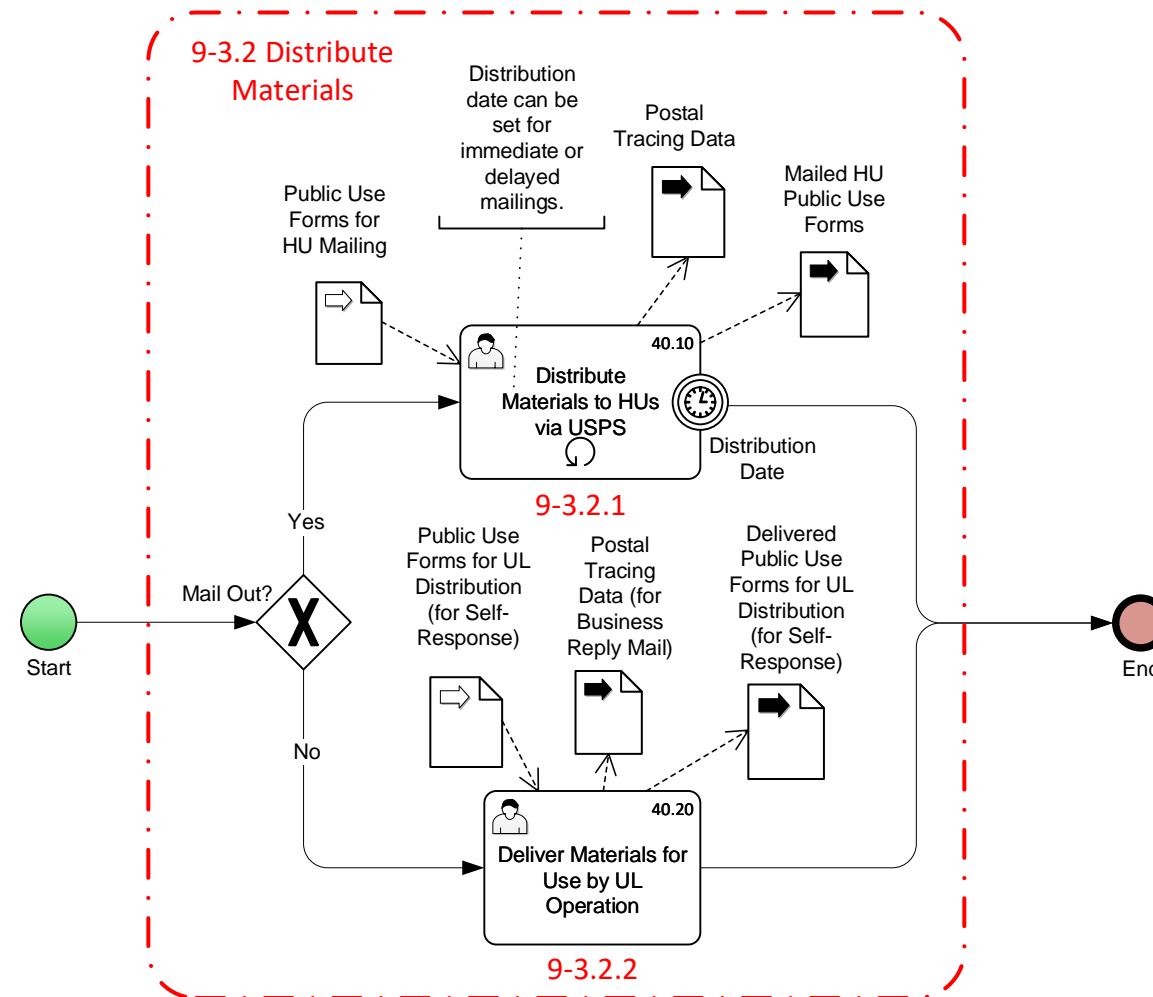
30 Perform Printing, Addressing, and Assembly

Purpose: Print public use forms for Housing Units (HUs) self-response and prepare packages for mailing.



40 Distribute Materials

Purpose: Mail public-use forms to housing units (via United States Postal Service) and deliver the materials for use by the Update Leave (UL) operation.



60 Perform Printing Only

Purpose: Print questionnaires and related materials for Enumeration at Transitory Locations operation (ETL), Group Quarters operation (GQ) including Military/Maritime Vessel Enumeration (MVE), Island Area Censuses operation (IAC), and Update Enumerate operation (UE) including Remote Alaska (RA). Deliver the printed materials to each operation.

